**Millington cum Givendale Parish Council**

Minutes of the remote Annual Parish Council Meeting (APCM) held on Tuesday4th May 2021 at 7pm via Zoom.

Present: Cllrs Burley, Cawood, Francis, Smith and Swanborough. Ward Cllr Rudd and two members of the public were also present.

The meeting was opened by the clerk.

**ANNUAL PARISH COUNCIL MEETING**

**OPEN FORUM**

Nothing was discussed here.

**Meeting started at 7.04pm.**

**2263: Welcome and Apologies – confirm Councillors and signing of Declaration of Office Forms –** Cllr Willoughby had sent her apologies prior to the meeting.

The clerk explained that usual practice is for the declarations to be signed during a meeting and witnessed by either the clerk or a Cllr. Given that the meeting is being held remotely, the clerk had already sent the forms to the Cllrs and asked that they are signed and sent to her for countersigning. ACTION: Clerk to gather all forms and send to ERYC.

**2264: Declaration of Pecuniary and Non-Pecuniary Interest** – None.

**2265: Co-Option of Councillor**

Alison Tait was in attendance and had asked to be co-opted as a Cllr. A vote was held, and Cllr Smith proposed to co-opt Alison, Cllr Burley seconded this and all agreed. The clerk welcomed Cllr Tait to the PC. ACTION: Clerk to send Cllr Tait’s completed Register of Interests and Declaration of Acceptance form back to ERYC once received.

**2266: Nomination for Chair**

Cllr Cawood put herself forward for Chair. Cllr Burley proposed this, Cllr Smith seconded this, and all agreed. ACTION: Cllr Cawood to complete the relevant forms and send them to the clerk for ERYC.

Cllr Burley noted that she originally took on Chair when the previous Chair resigned and is delighted that Cllr Cawood has accepted the position.

Cllr Cawood thanked Cllr Burley for all her hard work as Chair and as Cllr.

**2267: Nominations for Vice-Chair**

Cllr Willoughby had emailed the clerk prior to the meeting stating that she would like to be nominated for Vice-Chair. Cllr Burley proposed to support this, Cllr Francis seconded and all agreed.

**2268: Nominations for Swineridge Maintenance**

Cllr Burley noted that Rob Willoughby has been doing this since he left the PC. ACTION: Clerk to ask Rob if he is happy to continue with this.

**2269: Nominations for Two ERNLLCA Representatives**

Cllr Burley volunteered to carry on as the representative, all agreed.

**2270: Matters Arising (including actions not listed on agenda)**

The clerk noted that she had missed ‘signing of the previous minutes’ from the agenda and asked if the Cllrs were happy to sign this off under this item. Cllr Cawood proposed to accept the minutes from the 6th April 2021 as a true and accurate record, Cllr Francis seconded this and all agreed.

**T-Junction Marking**

The clerk has had no update on this. ACTION: Clerk to ask Ward Cllr Hammond to chase this with ERYC.

**Barclays**

The clerk has had no further update on this, but Cllr Burley confirmed that all forms had been sent back. Cllr Burley also noted that she had ordered the missing bank statements.

**Allotment Tenancy Agreements**

The clerk confirmed that these have all been signed and full rent has been received.

Cllr Cawood reported that Grimthorpe should be having a cable for superfast broadband installed shortly.

**2271: Accounts**

The clerk had circulated the accounts spreadsheet, schedule of payments and invoices to be paid prior to the meeting. She informed the PC that she is unable to reconcile all finances as there are several statements outstanding. A discussion was held, and it was noted again that the statements were needed for the clerk to complete and sign the AGAR. Cllr Burley has spoken to PKF Littlejohns who confirmed that the AGAR could be approved in the June meeting. The clerk was concerned that this would leave little time for the internal auditor to complete her section before returning this for the 30th June deadline. It was agreed that the PC would hold an extraordinary meeting to sign these before June.

The schedule of payments was sent as follows:

Samantha O’Connor – cheque no. 100679 (clerks’ salary)

Fridaythorpe Parish Council - £5, cheque no. 100682 (final use of Zoom license)

Cllr Francis proposed to approve these payments, Cllr Swanborough seconded this, and all agreed.

**2272: Planning Applications**

21/01096/CLP Certificate of Lawfulness for the erection of a single storey extension to side, single storey extension to side and rear with associated works and erection of a detached outbuilding to provide garaging/ car port. Location: Grimthorpe Manor, Givendale Road, Great Givendale, YO42 1TS.

A discussion was held about organising a site visit before the deadline to tie in with the extraordinary meeting. Cllr Cawood volunteered to contact the owners and organise a convenient time.

**2273: Asset Register Review**

This had been circulated to all Cllrs prior to the meeting for any updates. Cllr Willoughby had provided some amendments. The clerk noted that she needed the replacement cost of the defibrillator. ACTION: Cllr Burley to provide the clerk with this information.

**2274: Annual Return – Approval and Signing of AGAR 2020/21 Part 2 Certificate of Exemption –** Deferred to the extraordinary meeting.

**2275: Annual Return – Approval and Signing of Section 1 Annual Governance Statements 2020/21** -Deferred to the extraordinary meeting.

**2276: Annual Return – Approval and Signing of Section 2 Accounting Statements 2020/21** - Deferred to the extraordinary meeting.

**2277: Village Plan Review**

The clerk noted that this had not been reviewed recently. She asked if a new dog waste campaign would be going ahead as the last one was done in February 2020. It was agreed that the issue had improved and that the action should be marked as ‘on-going’.

The issue regarding parking is still an open action but considering the response from ERYC about providing parking measures the clerk asked if this could now be closed. All agreed. ACTION: Clerk to make the amendments to the plan. No further action is required as all actions are now completed.

**2278: Return to Face-to-Face Meetings June**

It was agreed that the clerk should contact the Village Hall and ask what guidance they want the meeting to follow. The clerk suggested making it clear on the agenda that face masks must be worn and that members of the public must confirm ahead of the meeting if they will be in attendance. ACTION: Clerk to produce a covid-safe meeting outline on the agenda.

**2279: National Lottery Grant**

Cllr Burley has spoken to the National Lottery and they informed her that the car park could only go ahead if the PC owned the land which they do not. Cllr Burley also noted that she had spoken to ERYC about improving the parking at Millington Wood. ERYC have been conducting traffic surveys throughout lockdown and reported that they expect to see a decrease in the number of vehicles to the area once restrictions are lifted, so no improvements to the car park facility are likely.

Further discussions were held around whether a car park might make the problem worse or if people will use it at all. Cllr Tait suggested signage at the most problematic areas. All were happy to explore this idea. The clerk noted that she had suggested this in the last meeting as another PC she works for have had a successful outcome to putting parking notices on their village green. ACTION: Clerk to contact ERYC and ask if the PC can put up a sign at the end of the Ramblers Rest towards the village green where the road narrows. ACTION: Clerk to agenda this for further discussion in June.

**2280: Memorial Bench**

The clerk has been contacted by a member of the public asking for a bench to be placed on the roadside off Millington Woods. A brief discussion was held, and it was agreed that the clerk needed to clarify the exact location to determine who owns the land. ACTION: Clerk to contact the member of the public.

**2281: Yorkshire Day Planning**

A discussion was held about what events should take place on the day and who will organise them. ACTION: Cllr Cawood to make some enquiries as to who has run which event in previous years. ACTION: Cllrs to think of ideas for inclusion. ACTION: Clerk to agenda ‘Yorkshire Day’ for the June meeting.

**2282: Correspondence**

The clerk has received a response from JSR farms about the grass verges. They have noted that they are aware of the damage but given the last two wet Winters it has been unavoidable as other vehicle pass each other on the narrow lanes. It is not exclusively farming vehicles that are damaging the verge as smaller vehicles must drive over them to get past any farming vehicles. They will endeavour to do everything they can to preserve the verges.

**2283: Community Issues**

None.

**2284: Date of Next Meeting** – Extraordinary meeting on 11th May 2021 at 7pm and the regular PC meeting on the 1st June 2021, 7pm held in the Village Hall.

**Meeting closed at 8.35pm.**

Signed as a true and accurate record of the minutes.